



# Santa Rosa County Development Services



**Beckie Cato, AICP**  
Planning and Zoning Director

**Tony Gomillion**  
Public Service Director

**Rhonda C. Royals**  
Building Official

## MEMORANDUM

**TO:** Rhonda C. Royals, Building Official

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

This is to inform you that \_\_\_\_\_ is requesting inactivation of permit number  
\_\_\_\_\_. The reason for the inactivation request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Contractor Qualifier's/Homeowner's Signature

Identification Number \_\_\_\_\_

☐ Drivers License ☐ ID Card ☐ Military ID ☐ Other

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by Building Inspection Employee

OR

----- Notary -----

State of Florida

County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_ who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Signature

(Seal)